



Business Conduct & Office Operations Course

Presented by: Nancy Mesaros, Inspector, IREC

Time: 8:30 a.m. to 12:30 p.m.

Locations: **Ketchum — September 23, 2004**
Clarion Inn
600 N. Main Street, Ketchum

(Cosponsored by First American Title)

Grangeville — October 22, 2004
Super 8 Motel
801 SW 1st St., Grangeville

(Cosponsored by Highland Realty & Sterling Bank)

Nampa — December 3, 2004
First Christian Church
619 12th Ave. S., Nampa

(Cosponsored by Nampa Assoc. of REALTORS®)



Approved for 4 hours elective continuing education credit!

The Real Estate Business Conduct & Office Operations course will update you on many of the requirements of the *Idaho Real Estate License Law and Rules*. This is a “how to” course. When completed, students should know and understand the *Idaho Real Estate License Law and Rules* and be able to apply the statute and rules to keep complete and accurate real estate transaction records.

What you will learn:

- **REAL ESTATE PRACTICES AND PROCEDURE**

A discussion of different types of contracts, including Listing Agreements, Offers to Purchase, and other disclosure requirements, along with the sales associate's responsibilities to the broker

- **REAL ESTATE TRUST FUNDS AND ACCOUNTS**

What is a trust account? Discussion of different types of trust accounts; what are your legal requirements for account maintenance, tracking funds, setting up and maintaining a trust account? Learn the common mistakes and problems, with solutions!

- **RETENTION OF TRANSACTION RECORDS**

Who is responsible? What records do you need to keep?

- **OTHER RELATED ITEMS**

Real Estate Commission requirements and procedures such as license changes, new applications or license renewals, office audits, broker supervision, and the latest IREC guidelines!

Plus a comprehensive Case Study to practice what has been covered during the seminar.



**Designed for brokers,
sales associates,
secretaries, bookkeepers,
and other related
personnel!**

Sign Me Up!

Route to:

- ☒ **Brokers**
- ☒ **Associates**
- ☒ **Bookkeepers**
- ☒ **Secretaries**

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Mail registration and \$20 fee to:

Idaho Real Estate Commission
P.O. Box 83720
633 N. 4th St.
Boise, Idaho 83720-0077
Phone: (208) 334-3285
Toll Free: 1-866-447-5411
Fax: (208) 334-2050

*Please advise the Commission of
any individuals with disabilities
needing accommodations.*

Refund Policy. If written notification of registration cancellation is received in the office of Commission at least five working days before the seminar commencement date, the registration fee, less cost of materials received, may be refunded. No refund will be made due to Nonattendance. In the unlikely event any seminar is cancelled due to insufficient interest, a full refund will be made to all registrants.

Registration fee is \$20. Space is **limited** and fills up quickly! Confirmation of your registration will be made by e-mail.

Name _____

SSN or License No. _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone _____ Fax _____

Email _____

WHAT LOCATION WILL YOU ATTEND? ☐ Ketchum, September 23, 2004
☐ Grangeville, October 22, 2004
☐ Nampa, December 3, 2004
☐ Correspondence Course

CHECK ONE: ☐ Broker ☐ Sales Associate
☐ Bookkeeper ☐ Secretary
☐ Office Manager ☐ Other: _____

Your biggest challenge with record keeping and trust account maintenance is:

REGISTER ONLINE! www.idahorealestatecommission.com